Special Education Timelines For Data Collection and Projects
Created September 2003

September

⦙ <u>School Discipline Data Collection</u> packets are mailed to school districts and the electronic application is opened for data entry. This is a collection of data on incidents that result in an enrolled student (including students with disabilities) being suspended or expelled out-of-school for any length of time and incidents of weapons, drugs or violence that involve nonstudents. The time frame for this data collection is July 1 of the previous year through June 30 of the current year (the full school year). This data collection is usually not the responsibility of special education personnel.

⦙ <u>Annual Data Collection (ADC)</u> packets are mailed to school districts and special education cooperatives and the electronic application is opened for data entry. This is a collection of data that covers many requirements within the Office of Public Instruction, including state accreditation requirements and federal requirements for dropout, graduation and limited English proficient reporting. Federal requirements for the reporting of special education personnel are included in this process. This is a snapshot of personnel data as of October 1. New this year is the inclusion of a report to collect data on personnel recruitment and retention. Because school districts submit their data to their county superintendents, the due dates vary. For school districts this year, the due date for submittal to the county superintendent is October 14, and for special education cooperatives it is October 21 (cooperatives only report special education personnel and complete the personnel recruitment and retention report). At the school district level, this data collection is usually not the responsibility of special education personnel; however, we ask that special education directors make an effort to be involved to ensure that the special education personnel count is accurate.

October

⦙ <u>Annual Data Collection Reports</u> are due in mid-October.

November

⦙ <u>Preliminary Maintenance of Effort Reports</u> are mailed to Part B Authorized Representatives. These reports provide information on whether the applicant has maintained effort. This gives enough time so errors may be corrected or exceptions approved. The final Maintenance of Effort reports are mailed out in April.

⦙ <u>Special Education Child Count Reporting</u> packets are mailed to Part B authorized representatives. The electronic application opens up for data entry on December 1. Child Count is a snapshot, on December 1, of data on students with disabilities who are receiving special education and related services in accordance with an IEP in public schools, publicly funded schools, residential treatment facilities that contract with the OPI to provide special education services and students in private or home schools who are receiving services

from a public school in accordance with a services plan. Due date is December 31.

⟩ Special Education Cooperative Membership Reports are mailed to special education cooperative directors. This report collects data on status of membership for the previous year and verification of required match method for meeting match requirements.   Due date is December 31.

December

⟩ Special Education Child Count Reports are due December 31.

⟩ Special Education Cooperative Membership Reports are due December 31.

⟩ Private School Count (by district) for parentally enrolled students with disabilities in private schools should be completed.

⟩ Submit Corrections to the Trustees' Financial Summary (TFS) by December 20. School districts and special education cooperatives must have any corrections in by December 20. Data changes after that date will only be made through the hearing process.

⟩ Preliminary Maintenance of Effort Reports sent to authorized representatives of Part B Projects.

March

⟩ Nonpublic School Participation in Federal Programs packets are distributed to authorized representatives of school districts.

⟩ Preliminary Cooperative Allowable Cost Funding Reports are mailed out.

April

⟩ Preliminary Part B Allocation Reports are mailed to Part B authorized representatives. These reports provide a preliminary breakout of the federal Part B grant by Part B applicant.

⟩ Final Maintenance of Effort Reports are mailed out.

⟩ Special Education Exiting Data Reporting packets are mailed to Part B authorized representatives. Exiting data are data collected on students with disabilities who have been exited from the special education program in a school district for a number of reasons, including no longer eligible, moved, dropped out, or graduated.   The time frame for this data collection is July 1 of the previous year through June 30 of the current year (the full school year). The electronic application opens around the first of May. The due date is June 30.

⟩ IDEA Part B/Preschool Applications are mailed out.

June

⟩ School Discipline Data Report is due June 30.

⟩ Special Education Exiting Data Report is due June 30.

⟩ Project End Date for IDEA Part B/Preschool, Discretionary and Significant Needs Projects is June 30.

July

⟩ State Fiscal Year Begins July 1.

⟩ Final Part B Allocation Reports are mailed to Part B authorized representatives.

⟩ Final State Funding Reports are mailed to school districts and special education cooperatives.

⟩ Last Day to Liquidate Obligations for Projects that Ended on June 30 is July 30.

August

⟩ Fiscal Reports for all Special Education Projects are due August 10.

⟩ Final Project Evaluation Reports for all Discretionary Grants are due August 10.